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**Subject:** New evidence office help

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Hi Everyone,

As you are all aware we had to say good bye to Kathleen our 4<sup>th</sup> and final temp. However, we are not going to be without someone to help pull court data and maintain the database of summons. On Monday, Janice Zannoli from the 4<sup>th</sup> floor will be joining us. Janice has worked for more than 10 years upstairs and will be joining us permanently and full time. Her hours are going to be 8-4.

At this time she will be taking over the responsibilities that Kathleen had. The mechanism by which you have requested data in the past will remain the same. Summons' will be distributed in the same manner that Kathleen did, with all chemists involved noted at the top of each summons. Long term plans are for Janice to assume other evidence office responsibilities.

If anyone has any suggestions or concerns regarding court data/summons distribution please let me know. In the meantime please welcome Janice to the lab. I'll be bringing her around on Monday to meet everyone.

Thanks,

Betsy